

## Q&A 36

**Q 36:** There are a number of points with regards to Site Visits on which we would like some clarification:

1. After we receive the questions from the Evaluation Panel, may we ask questions about the questions to clarify what is being asked?
2. If we provide the Evaluation Panel the Agenda for the Site Visit, would you be willing to provide comments to the Agenda?
3. Will you be informing us of who the participants to the site visit will be?
4. Who will chair the Site Visit Briefing? Who will be responsible for deciding when a topic of discussion needs to be closed and it is necessary to move forward to the next topic?
5. Can you clarify the time constraints of the Site Visit day?

**A 36:** Clarifications are below:

1. Certainly you should ask if you do not understand what the question means to assure that the Evaluation Panel receives a relevant response. This has rarely been necessary in the past, but if it is this time, please ask.
2. If an Agenda is provided to the Evaluation Team in advance of the visit, we will be happy to comment upon it to ensure that the time can be best spent obtaining relevant information. However, this response might come as late as the morning of the meeting or even mid-day of the review, since often the titles of briefings do not always clarify what will be covered. We will in general trust the PI's judgment that the information being at the Site Visit is what he or she feels we need to hear.
3. At the K/O Meeting in December it was said verbally but did not document until now, that all logistics of the site visit including the specific names of people who will attend, their affiliations, and any needed information will be provided around or about the time the questions are shipped by both email and fax to the PI's.
4. While Jim Garvin is the Evaluation Panel Chair, and Wayne Richie is the TMC Chair, we would expect that the PI is the Chair of the Site Visit. Jim and/or Wayne (will of course) be willing to consult with the PI whenever he/she might need advice or recommendations with regards to expediting the agenda (see point 2 above), however, the PI should plan to control the meeting as he/she will all of the mission.
5. The Site Visit chart provided at the December 17, 2002 Kickoff says that up to 8 hours of briefing are allowed with up to 1 additional hour for a facility tour. (Specifically, deleting the facility tour does not allow an additional hour of briefings). The chart also recommends 1 hour for lunch and 1/2 hour for a private Evaluation Team caucus....a working lunch of 1 hour including the 1/2 should suffice. With these guidelines, we would hope for NO greater than a 10 hour day but would be very happy with a 9 hour day.